

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
ADULT JUSTICE, HOUSING, EMPLOYMENT & EDUCATION SERVICES**

Mental Health Services Act Housing Program

POLICY & PROCEDURES

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PURPOSE:

- 1.1 To provide clear guidelines for requesting a waiver of Mental Health Services Act (MHSA) Housing Program Guidelines.
- 1.2 To provide clear guidelines for revising information stated in a project sponsor's approved Letter of Interest (LOI) for MHSA Housing Program funding.
- 1.3 To provide clear guidelines for revising information stated in a project sponsor's approved supportive service plan for MHSA Housing Program funding.

POLICY:

- 2.1 Requests for waivers of MHSA Housing Program Guidelines shall be made in writing to the Department of Mental Health (DMH) and shall explain in detail the proposed guideline waiver with a justification for the waiver. Waiver requests may require MHSA Housing Advisory Board (Advisory Board) consideration.
- 2.2 Requests for revisions in the LOI after Advisory Board approval shall be made in writing to DMH and shall include the following: a revised LOI, and a written explanation and justification for the revision(s). Requests for revisions require DMH approval and may require Advisory Board consideration.
- 2.3 If the request for revisions in the LOI occurs after the approval of the technical submission, the written request shall also include all modified technical review and relevant Universal Application documents.
- 2.4 Any changes in the supportive services plan after DMH approval shall be made in writing to DMH and shall include the following: a revised copy of the service plan and a written explanation and justification for the revision(s).
- 2.5 Though CalHFA may suggest changing certain aspects of the full application during the underwriting process, DMH must approve all guideline waivers and substantive revisions to the project. Project sponsors shall submit requests in writing to DMH and shall include any relevant documents from the full application and a written explanation and justification for the revision(s).
- 2.6 DMH shall inform the Advisory Board of all requested guidelines waivers and LOI revisions and its final decisions on these requests in its monthly status report to Advisory Board members.

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- 2.7 A transmittal letter must accompany each full application confirming that the information in the submitted application is consistent with the LOI, the supportive services plan and the technical submission on record as well as copies of any approved waiver or revision requests, if applicable.

PROCEDURES:

3.1 Waivers

- 3.1.1 Requests for a waiver of MHSA Housing Program Guidelines must be submitted with the original LOI if the need for the request is known at that time.
- 3.1.2 DMH will review and determine whether to accept or reject the proposed waiver unless the request explicitly impacts the funding principles that the Advisory Board considered in rendering its original recommendation to DMH regarding the LOI (i.e., location or target population). In this case, requests for a guidelines waiver shall also be brought before the Advisory Board for consideration.
- 3.1.3 If the proposed waiver is accepted by DMH, DMH will then make a formal request to CalHFA for approval.
- 3.1.4 DMH will notify the project sponsor of the final determination.

3.2 Revisions

- 3.2.1 DMH will review and determine whether to accept or reject the proposed revisions to the LOI unless the request explicitly impacts the funding principles that the Advisory Board considered in rendering its original recommendation to DMH regarding the LOI (i.e., location or target population). In this case, requests for revisions to the LOI shall also be brought before the Advisory Board for consideration.
- 3.2.2 Requests for revisions in the supportive services plan, such as adding/removing services, changes in staffing pattern and/or changing the supportive services budget after DMH approval shall be reviewed and acted upon by DMH.

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3.2.3 If there are proposed revisions at the time of the submission of the full application, the transmittal letter must identify the specific change(s), citing the specific section(s) and page number(s) where the change(s) occur, as well as a written request and justification for the change.

3.2.4 DMH will notify the Project sponsor of the final determination.